



# Town of North Hempstead

## Department of Parks & Recreation

1801 Evergreen Avenue, New Hyde Park, NY 11040

[www.northhempsteadny.gov](http://www.northhempsteadny.gov)



### Parks Facility Permit Application Requirements

A Parks Permit Application is required for park facility and/or amenity rentals at all Parks within the Town of North Hempstead. The online application must be completed in its entirety.

Upon approval of your application, you will receive a **Parks Use Agreement**. Before your permit can be approved this agreement must be signed and returned to us along with your Initial Parks Permit Application fee of **\$50.00**. An exact fee will be calculated upon permit issuance. All fees are non-refundable. You may also be required to submit proof of General Liability and Workers Comp/Disability Insurance.

All Payments must be made online. We accept Visa, MasterCard, and eChecks. Credit card payments incur a service/convenience fee of 2.95%. Payments by eCheck incur a fee of \$1.75 per transaction. The Town of North Hempstead does not profit from this fee.

**Note:** For events held at **Manorhaven Beach Park & North Hempstead Beach Park** - parking fees are not included in the permit fees. All event attendees must hold an annual permit fee or pay the daily resident/non-resident parking fee on the day of your event.

**Daily Parking and Annual Permit Fees** are as follows:

- \$50 for resident annual permit
- \$25 for senior/disabled annual permit
- \$25 for vet/vol. fire/ambulance annual permit
- Free for disabled veteran annual permit
- \$15 for single daily resident car - \$10 if paid with a credit card.
- \$20 for single daily non-resident car - \$18 if paid with a credit card.
- \$100 for single daily bus

**Parking Fees** apply annually from Memorial Day through Labor Day.

**Daily Boat Ramp and Annual Permit Fees** at **Manorhaven Beach Park & North Hempstead Beach Park** are not included in the permit fees. The following fees are for **Daily Boat Ramp and Annual Permit**:

- \$65 for annual resident boat
- \$40 for annual senior/disabled boat
- \$40 for vet/vol. fire/ambulance boat
- \$17 for single daily resident boat
- \$30 for single daily non-resident boat

For **Dockage at the Town Dock**, proof of insurance is required upon submission of Parks Permit Application. The following docking fee may apply:

- \$4 per foot

<input checked="" type="checkbox"/>	<p><b>Parks Facility Permits – Insurance Requirements</b></p> <p><b>A.</b> Commercial General Liability Insurance Certificate with completed operations (plus X.C.U. if applicable) and Automobile liability, issued by New York State-licensed insurance company with coverage of at least \$2,000,000.00. The name of league, organization or group applying for the permit must be indicated on the policy. The insurance must remain in full force and effect throughout the permit period. <b>All insurance certificates must name the Town of North Hempstead as CERTIFICATE HOLDER &amp; must contain a fifteen (30) day CANCELLATION CLAUSE.</b> The following address must be entered in the <b>Certificate Holder Box</b>:</p> <p><b>Town of North Hempstead</b> P.O. Box 3000 220 Plandome Road Manhasset, NY 11030</p> <p><b>B.</b> Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 57 (2) evidencing proof of workers' compensation insurance certificate or proof that your organization is not being required to secure same (A <b>NYS CE-200</b> form must be submitted as such proof); and</p> <p><b>C.</b> Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 220 evidencing proof of disability benefits insurance certificate or proof that your organization is not being required to secure same (A <b>NYS CE-200</b> form must be submitted as such proof).</p> <p><b>D.</b> If your organization carries medical/accident coverage the Town must be supplied with a copy of this policy coverage. If your organization does NOT carry this coverage, then the own needs this to be indicated in writing when insurance certificate is submitted for approval.</p>
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